

**S-E-C-R-E-T**

**OFFICE OF TRAINING**

**NOTICE**  
**NO. 1-63**

**10 January 1963**

**SUBJECT: Advertising Personnel Vacancies Within OTR**

1. The Personnel Branch of the Office of Training is instituting a restricted system of advertising OTR personnel vacancies as an aid to obtaining the most qualified and interested candidates to fill these positions.

2. To initiate the procedure, each School and Staff Chief who has a vacancy or who anticipates one will contact the Personnel Officer, OTR. Every effort will be made to fill the vacancy from within the Branch or Section concerned, if such an assignment would afford a qualified individual a chance for advancement or facilitate his career development. If the vacancy is thus filled from within, or if, through Career Board action or similar authority a candidate has already been selected, the vacancy will not be advertised. In case that such a decision has not been made, the need to fill the vacancy will be publicized. The grade and qualifications desired, location of the job, and deadline for applying will be incorporated in a Vacancy Notice which will be forwarded to each School and Staff within OTR. All interested employees may also review current Vacancy Notices in the Personnel Branch, Room 1D0426.

3. Employees are encouraged to apply for vacancies they are interested in and for which they feel they are qualified. The employee should call the OTR Personnel Office, X7352, to establish his interest in a particular position. A copy of each vacancy notice will be sent to Arlington Towers and to 1016 16th Street so that the OTR employees there may also be kept aware of personnel vacancies throughout OTR.

4. Although the list will be circulated to other Agency offices, first consideration will always be given to OTR personnel.

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**MATTHEW BAIRD**  
Director of Training

**Distribution:**  
All OTR Personnel

**GROUP I**  
Excluded from automatic  
downgrading and  
declassification

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